



# Office of the City Clerk

## Weekly Report – for Week Ending September 23, 2016

### OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

#### Elections

*The Building Moratorium; Restrictions on General Plan Amendments; Required Review of General Plan Initiative Ordinance* Petition was certified as sufficient on September 16.

On September 19, staff received 85 boxes containing the *Cannabis Activity Permits and Regulation Initiative* Petition. Staff will move forward with signature verification once the signature counting process is complete. The proponents will need 61,487 signatures to qualify for the ballot.

Preparations for the March 7, 2017 Primary Nominating Election continue including polling place recruitment. There are 400 sites recruited to date.

Staff is preparing for a myriad of outreach activities for National Voter Registration week which begins on September 26.

#### Council and Public Services

GSD and ITA installed the necessary wiring and cabling for the electronic speaker card kiosks. Final installation of the kiosks is anticipated by October 1. Testing is to begin shortly afterwards.

#### Business Improvement Districts

On September 20, 2016, the Council adopted the ordinance to reestablish its Intention for the proposed Venice Beach Business Improvement District and rescheduled the public hearing for November 8, 2016.

#### Records Management

This calendar year, 89 destruction reports pertaining to 24,748 boxes in departmental storage and 16,470 boxes in the City Records Center have been approved by City departments. Of those in the City Records Center, 1,050 boxes have been returned to storage due to CPRA requests or other administrative reasons, 4,106 boxes are in process for destruction, and 3,670 boxes have been destroyed.

Archival Projects - On Thursday, September 15<sup>th</sup>, the City Archivist presented the video and film collection of the City Archives, "THIS IS LOS ANGELES, Movies Made By and About the City," at Occidental College:

<https://www.facebook.com/LACityClerk/photos/a.603610523078125.1073741830.584329005006277/897950993644075/?type=3&theater>).

The Archivist and the Los Angeles City Historical Society will be presenting the material again on Sunday, October 2<sup>nd</sup> at the LA Public Library.

#### Systems

A mailing list of 1.8 million eligible City of Los Angeles voters for the Voter Information Pamphlet (VIP) is currently being prepared. This VIP is for the City measures that will appear on the County-run election ballots for November 2016. After being checked and verified the data file will be sent electronically to the print vendor web portal for printing and mailing.



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A kickoff meeting was held to discuss the workflow of the “Ordinance Automation Project.” An in-house custom application will be built to automate the ordinance-signing workflow and allow multiple approvers to E-sign ordinances. The automation will include tracking and posting ordinance activities onto the Council File Management System from beginning to end.

## **Issue(s)**

There is concern that Union Bank, which provides financial services to the Neighborhood Council system, will stop providing these services. This would create major problems for the NCs and would result in a delay in payments. The Office of Finance is negotiating with Union Bank to keep them in the system via a sole-source agreement. If this is unsuccessful, Finance would have to issue an RFP to select a new bank, which will delay the implementation of this new program into the Office of the City Clerk.

The County Registrar-Recorder/County Clerk was directed to explore the possibility of conducting the March 2017 Election by the Board of Supervisors. Until formal action has been taken calling the election, the City is in a difficult position of determining when to stop work and consolidate with an election that has not yet been called.

## **Upcoming**

Council will be in recess from October 4<sup>th</sup> through the 7<sup>th</sup> for League of Cities and on October 12 for Yom Kippur.

Clerk staff will attend the Neighborhood Council Empowerment Congress on Saturday, September 24. They will provide training to NC board members on the funding program process. The Mayor is expected to be in attendance at the Congress.